

# ***Office of Telecommunications Management***

## ***LaNet Cancellation Request***

### **Subscriber Information**

Organization: \_\_\_\_\_

Site Number: \_\_\_\_\_

OTM Accounting Unit: \_\_\_\_\_



This form is to be used by LaNet subscribers to cancel existing agreements with OTM for LaNet services.

Please refer to the OTM *Telecommunications Coordinator's Handbook* for a description of the LaNet services, the applicable terms and conditions, and an explanation of the fields on this service request.

Please cancel our subscription to LaNet services effective (date) \_\_\_\_\_

\_\_\_\_\_  
Telecommunications Coordinator (***PLEASE PRINT***)

\_\_\_\_\_  
Telecommunications Coordinator (***Signature***)

\_\_\_\_\_  
Date of Request

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### **Canceling LaNet Access**

Access to LaNet services may be terminated by submitting the *LaNet Cancellation Request*, subject to the specific terms and conditions for that service.

### **Completing the Cancellation request**

- The *LaNet Cancellation Request* should be completed by the organization's official Telecommunications Coordinator. Please supply the requested information in each of the following fields:

**Organization:** Use the same name as supplied on the original service request.

**Site Number:** Your LaNet Customer ID number.

**OTM Accounting Unit:** Same as on the original service request.

**Requested effective date:** Leave this space blank to indicate an "As Soon As Possible" date or designate any effective date beyond that required by the original service request's terms and conditions.

**TC Name and date:** Signature of an authorized Telecommunications Coordinator and date that the request was made.

- Email, fax or mail the signed, completed form to LaNet.

OTM will work with the designated contacts to arrange the details of service cancellation. The agency will be billed for the month in which cancellation of service takes place. There are no cancellation fees.